

Payment Info

DSC Student

Where to make payments? What types of payments do we accept?

Program participants must pay their program costs to the Bursar's Office. Faculty directors should not collect funds directly from the participants, as this creates financial liability to the director/faculty member. The Bursar's Office accepts cash and check only. Participants can make payments online using a MasterCard, American Express, Discover, Visa or e-check. If a participant is using a credit card, there will be an additional fee, however, no fee is charged for paying via e-check.

A current DSC student can pay by signing onto his/her DSConnect account. The participant must then click on "Student and Financial Aid Menu," then click "Registration" and finally select the link "CashNet Online Payment."

Non-DSC Student

Program participants that are not DSC students will need to give the Bursar's Office the following information: name, social security number, address, birth date, phone number, email, and school. This information will be used to establish the participant a Banner ID number. Once the participant has received his/her Banner ID he/she will have the ability to make on-line payments. Payments by check can be made payable to DSC and should be mailed to 650 College Drive, Dalton, GA 30720. To pay by credit card or e-check, please contact the Bursar's office for information.

Contact List

Bursar's Office (706) 272-4435

Business Services Office (706) 272-2565

Financial Aid

Many of the most common financial aid options, such as loans, scholarships and tuition waivers, may apply to “for credit” study abroad programs. In addition, there are other scholarships, some of which are awarded on the basis of financial need and others based on the student’s academic qualifications. Please contact our Financial Aid Office for additional information at (706) 272-4545.

Faculty Info

Financial Management of Study Abroad

1. Create an agency account and request Bursar’s Office to create a detail code specific to the agency account. Recurring programs may use the same agency account provided that all of the previous year’s operating revenues and expenses have been full accounted for.
 2. All program directors must submit an annual study abroad program budget for the review and approval by Fiscal Affairs. Also, provide total program cost per participant and application fee.
 3. Prior to initial payment deadline, provide Bursar’s Office with listing of all program participants.
 4. All Study Abroad programs will be reconciled monthly by Fiscal Affairs. Annual reports will be provided at year end and when requested.
 5. Check per diem and other travel expenses before trip.
 6. Provide sufficient documentation (original invoices from providers) for all expenditures made via wire transfers.
 7. Utilize the DSC Missing Receipt Documentation form for any on-site expenses where a receipt cannot be generated.
 8. All program directors must submit a completed reconciliation of all program expenses with receipts within 30 days upon their return. This includes any wire transfers, cash advances and expenses to be reimbursed through the Expenses Self Service Portal.
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Payments:

1. Pay flight deposits/hotel deposits as necessary
2. Program Directors must request an invoice from the company they need to pay. This invoice MUST be sent on company letterhead.
3. If the company has not been paid by DSC previously, a Vendor Registration Form MUST be completed. It will take at least a week to process this form, so if your company is new to DSC, allow additional time beyond the required 15 days or additional weeks to process payment.

This form can be found at: <http://www.daltonstate.edu/purchasing/pdf/vendor-profile-and-w9-form.pdf>

Once the Program Director receives the company invoice, please give it to the Director of Center for International Education with a "Process Payments for Study Abroad Program" memo attached.

4. The Director of Center for International Education will give the invoice and memo to Accounts Payable to process payment.
5. For wire transfers, the Business Office will provide a receipt of transfer. The "Request for Wire of Funds" form is needed, along with the "Process Payments" memo.

Note: It is important that no deposits on airline tickets or other payments are made by faculty until the application deadline has passed and the program has been determined to meet the required budget. Most bill paying will need to wait until DSC has received student payments in full.

**Payments will take several weeks to complete from invoice to check. Business Office requests a MINIMUM of 7 to 10 business days to process payments.

Prior to departure:

1. Submit all travel authorization forms. These forms are available at <http://www.daltonstate.edu/accounting-and-budget/pdf/travel-request.pdf>. Final student payments are due by the deadline set by the Program Director and Director of Center for International Education
2. Finalize flight purchases
3. Give stipend estimates to Director of Center for International Education and V.P. for Academic Affairs for approval

4. Verify that all students have registered and paid in full
5. Purchase Study Abroad emergency, medical and accidental insurance
6. Give the Business Office a list of emergency contact information

Cash Advances & Salaries:

1. Obtain cash advances. All requests for cash advances must be submitted a **MINIMUM of 12 business days** in advance of the day you want to have the cash available for pick-up.
2. Submit final faculty stipend to V.P. for Academic Affairs for approval

While at destination:

Keep all receipts for reimbursement. **Receipts must be translated into English** along with the purpose, amount and number of individuals covered. A currency conversion rate must be included (one rate can be used for all receipts).

Statewide Travel Regulations:

The Statewide Travel Policy is available on the State Accounting Office's (SAO) and Dalton State College's website at the following addresses:

https://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/StateofGeorgiaTravelandExpensePolicy101712.pdf

<http://www.daltonstate.edu/accounting-and-budget/travel.html>

Contact List for Travel Questions

Pam Lane (Primary)

(706) 272-2565

Teresa James (Primary)

(706) 272-2547

Nick Henry (Secondary)

(706) 272-4418

Tamya Morris (Secondary)

(706) 272-2461

Currency

Addressing potential currency fluctuations is one of the difficult issues when developing the budget. They may greatly affect the feasibility of a program. Trends and projections can be used as a guide, but at the end of the day, things may be very different. If the behavior of the currency for your destination has been erratic, you may want to give yourself some room by providing the students an estimated cost and a date to set the final cost, or you may prefer to present a disclaimer related to the currency as part of the program promotional information.

Forms:

[Agency Deposit Form](#)

[Agency Request Form](#)

Cash Advance Form- upon request

[Travel Request Form](#)

[Missing Receipt Form](#)

[Requisition Form- page 1](#)

[Requisition Form- page 2](#)

[Waiver Form](#)